

State of Missouri
Department of Corrections
IS18-4.1 CAREER AND TECHNICAL EDUCATION
Division of Offender Rehabilitative Services
January 2018

Programs	Description	Course Length	Location/Comments	Gender	Custody Levels
Automotive Mechanics	Introduction to Automotive Technology; Electrical Systems; Ignition Systems; Engine Repair; Steering and Suspension Systems; Brakes; Manual Drive Trains, and Axles; Automatic Transmission and Transaxle; Heating and Air Conditioning; Hybrid, Electrical and Fuel-cell Vehicles.	360 Hours	Algoa Correctional Center (ACC); Western Missouri Correctional Center (WMCC); Northeast Correctional Center (NECC)	Male	(ACC) C-1; (WMCC) C-1, C-2; (NECC) C-1, C-2
Customer Service Representative	Service Industry Careers, Keyboarding, Principles of Customer Service, Professional Communications, Data Entry Procedures, Sales Techniques, Computer Navigation, Microsoft Application Basics, Managing Customer Complaints, Processing Financial Transactions, Collection and Return Practices	360 Hours	Chillicothe Correctional Center (CCC)	Female	C-5
Applied Computer Technology	Computer knowledge leading to entry level job includes keyboarding, Windows 7, Word 2010, Excel 2010, Computer hardware and software maintenance and care. May include enhancements of PowerPoint and Access if time and grades permit. Certiport certification is available.	360 Hours	Western Missouri Correctional Center (WMCC); Farmington Correctional Center (FCC)	Male	C-1, C-2

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Basic Welding	NCCER Core Curriculum: Basic Safety, Construction Math, Introduction to Hand Tools, Power Tools, Construction Drawings, Basic Rigging, Basic Communication, Basic Employability Skills, and Introduction to Materials Handling. Level One Welding: Oxy-fuel Cutting, Base Metal Preparation, Welding Quality, SMAW Equipment and Setup, Shield Metal Arc Electrodes, SMAW Beads and Fillet Welds, Joint Fit-Up and Alignment, SMAW Groove Welds with Backing, and SMAW Open V Groove Welds. MIG Welding Techniques.	360 Hours	Western Missouri Correctional Center (WMCC); Moberly Correctional Center (MCC)	Male	C-1, C-2
Building Trades	NCCER Core Curriculum: Carpentry basics; Building Materials, Blue Print reading, Interior and Exterior Construction: including Framing, Dry Wall, Paint, Wall Coverings, Floors, Doors and Windows, Siding and Insulation; Concrete and Tile Work; Basic Plumbing and Electrical Procedures and Repairs	360 Hours	Moberly Correctional Center (MCC); Northeast Correctional Center (NECC); Western Missouri Correctional Center (WMCC)	Male	C-1, C-2

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Commercial Vehicle Operator	Students train via a simulator that is manipulated by the instructor with the use of a computer. Hands on experience is available through use of a Tractor Trailer to go over the check-point inspection. The electronic simulator can be used to mirror the pre-trip inspections, teach skills such as backing, driving in situations including interstate, light city traffic, rural two lanes, evenings, weather related issues, lane control, mirror scanning, right and left turns, fueling procedures, etc. The curriculum also covers driver's daily log, weighing loads and weight distribution, proper coupling and uncoupling procedures, safety equipment, accident packet, trip planning, jake-brake operation, driving in all environments, completing necessary paperwork, emergency procedures. Learning outcomes will allow the student to pursue a CDL license. The Missouri Highway Patrol will administer the CDL written exam.	360 Hours	Northeast Correctional Center (NECC); Farmington Correctional Center (FCC)	Male	C-1, C-2

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Certified Nurse's Assistant	Becoming a Nurse Assistant; Long-term Health Care Team; Orientation to the Long-term Environment; Ethical and Legal Responsibilities; Human Anatomy and Physiology; Observation and Reporting; Charting on Medical Records; Temperature, Pulse, and Respiration; Blood Pressure; Care Plan; Communication Skills; Needs and Behaviors of Residents; Dealing with the Resident Who is Confused or Mentally Ill; Activities in the Long-term Care Facility; Cultural Diversity; Safety Measures for the Resident and the Environment; Fire, Natural Disasters, and Other Emergencies; Infection Control; Transmission-based Precautions; Nutrition; Serving, Feeding, and Monitoring; Observe, Measure, and Record Fluid Intake and Output; Personal Care for the Resident; Oral Hygiene; Nail Care; Hair Care; Perineal Care; Dressing and Undressing; Bed Bath; Tub Bath and Shower Bath; Bed Making Backrub/Skin Care; Preventing and Caring for Pressure Ulcers; Elimination of Urine; Elimination of Stool; Bladder and Bowel Retraining; Principles of Restorative Nursing; Using Body Mechanics to Lift and Move Residents; Transferring Residents; Ambulation; Range of Motion Exercises; Admission to a Long-term Care Facility; In-house Transfer or Discharge; Measuring Weight and Height; Oxygen Therapy; End of Life Care.	75 Hours	Women's Eastern Reception, Diagnostic & Correctional Center (WERDCC)	Female	C-5

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Cosmetology	Shampooing of all kinds; Hair Coloring, Bleaches, and Rinses; Hair Cutting and Shaping; Hair Setting, Pin Curls, Finger Waves, and Thermal Curling; Comb Outs and Hair Styling Techniques; Scalp Treatment and Diseases; Permanent Waving and Relaxing; Facials, Eyebrows and Arches; Manicuring; Hand and Arm Massage and Treatment of Nails; Cosmetic Chemistry; Salesmanship and Shop Management; Sanitation and Sterilization; Anatomy; State Law	1220 Hours	Woman's Eastern Reception, Diagnostic & Correctional Center (WERDCC); Chillicothe Correctional Center (CCC)	Female	C-5
Manufacturing Technology	Manufacturing Technology is a nationally recognized Certified Production Certificate for entry-level positions in manufacturing. There are 4 components of instruction: Safety (10 hour OSHA General Industry Card Issued; Quality / Measurement; Manufacturing Processes; Maintenance Awareness. In addition to these modules the student will learn problem solving skills, decision making, teamwork training, and good workplace practices. The classes follow the National Association of Manufacturers training model.	360 Hours	Northeast Correctional Center (NECC); Tipton Correctional Center (TCC)	Male	(NECC) C-1, C-2 (TCC) C-1

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Culinary Arts	Food Service Industry; Serve-Safe; Tools and Equipment; Cooking Methods and Techniques Recipes, Menus and Preparation; Salads and Dressings; Soups, Stocks and Sauces; Meats; Fish and Shellfish; Starches; Food Presentation; Baking; Desserts; Tableside Services; Complete Meal Preparation	360 Hours	Algoa Correctional Center (ACC); Chillicothe Correctional Center (CCC); Missouri Eastern Correctional Center (MECC); Women's Eastern Reception, Diagnostic & Correctional Center (WERDCC)	(ACC & MECC) Male (CCC & WERDCC) Female	(ACC) C-1; (MECC) C-1; C-2 (CCC) C-5; (WERDCC) C-5
Culinary Arts and Restaurant Management	Overview of the Restaurant and Food Service Industry, Keeping Food Safe, Workplace Safety, Kitchen essentials, Stocks Soups Sauces, Communication, Management, Fruits and Vegetables and Fruits, Serving, Potatoes and Grains, Building a Career.	360 Hours	Algoa Correctional Center (ACC); Chillicothe Correctional Center (CCC); Missouri Eastern Correctional Center (MECC); Women's Eastern Reception, Diagnostic & Correctional Center (WERDCC)	(ACC & MECC) Male (CCC & WERDCC) Female	(ACC) C-1; (MECC) C-1; C-2 (CCC) C-5; (WERDCC) C-5

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Diesel Mechanics	Brake and Wheel Systems; Transmission Systems; 5 th Wheel Systems; Cooling Systems; Engines; Differential Systems; Servicing of Trucks; Suspension Systems; Fuel Systems; Electrical Systems	360 Hours	Western Missouri Correctional Center (WMCC)	Male	C-1, C-2
Electrical Wiring Technology	NCCER Core Curriculum: General Shop Safety; Blueprint Reading; Residential Wiring; Conduit Wiring; Service Entrance; Light Commercial; Trouble Shooting; Estimation, NCCER Certification	360 Hours	Western Missouri Correctional Center (WMCC); Boonville Correctional Center (BCC)	Male	(WMCC) C-1, C-2; (BCC) C-1
Modern Cabinetry and Construction	Project fundamentals including kitchen design, print reading, and estimating ;Identification and safe usage of woodworking hand tools ; Set-up and safe operating skills for power woodworking machines; Building techniques for cabinets, drawers, and doors; Assembly methods including clamping, wood joint making, and power fastening; Finishing procedures for staining, sealing, and top coat application ; Countertop making and laminating.	360 Hours	Western Missouri Correctional Center (WMCC)	Male	C-1, C-2
Business Technology Office Management	Career Professionalism, Keyboarding Skills, Accounting and Finance, Office Procedures, Understanding Business, Technical Writing, Administrative Reports, Digital Literacy, Microsoft Office Foundations, Marketing and Advertising, (Elective Module) "Microsoft Office Specialist". Micro Soft Specialist Certification through Certiport is available.	360 Hours	Women's Eastern Reception, Diagnostic & Correctional Center (WERDCC); Chillicothe Correctional Center (CCC)	Female	C-5

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Professional Gardening	Introduction to Greenhouse Operation and Management; Growing Structures; Plant Science Basics; Plant Growth; Plant Propagation; Greenhouse Pests and Diseases; Evaluating Landscaping Opportunities; How Plants Grow; Plant Identification; Trees and Shrubs; Bedding Plants; Introduction to Landscape Design; Using Plants in the Landscape; Landscape Design Elements; Turf grass Growth and Classification; Turf grass Maintenance; Pest Identification and Control; Putting it all Together: Floral Design	360 Hours	Women's Eastern Reception, Diagnostic & Correctional Center (WERDCC); Chillicothe Correctional Center (CCC); Missouri Eastern Correctional Center (MECC); Northeast Correctional Center (NECC)	(WERDCC) Female; (CCC) Female; (MECC) Male; (NECC) Male	(WERDCC) C-5; (CCC) C-5; (MECC) C-1, C-2; (NECC) C-1, C-2
Heavy Equipment Operator Program	Students will learn to drive and maneuver "Heavy Equipment" through the use of Simulators. They will also coordinate machine actions while working with other using hand or audio signals as would be required on a jobsite. An important component of the class is to teach safety standards and ensure it is understood those must be met according to OSHA guidelines at all times. Simulators will include an Excavator, Construction Tractor, Fork Lift, and a Skid Loader.	360 Hours	Boonville Correctional Center (BCC)	Male	C-1
Residential Plumbing	General Shop Safety; Identification of Fittings, Joining Copper Tubing and Steel Pipe; Setting Plumbing Fixtures; Plastic Pipe; Steel Pipe and Fittings; Basic Blueprint Reading; Maintaining and Repairing Plumbing Systems. NCCER Core Curriculum.	360 Hours	Western Missouri Correctional Center (WMCC)	Male	C-1, C-2

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Outdoor Power Equipment Technology	Ignition Systems; Engine Overhauls; Drive Train Systems; Electrical Wiring Systems; Fuel Systems; Parts Technician; Enhanced Modules; Lawn Care, Boat Motors, Wave Runners, Motorcycles and ATVs	360 Hours	Western Missouri Correctional Center (WMCC)	Male	C-1, C-2
Institutional Site Supervisors: ACC Christopher Farmer 573-751-3911 ext: 740 BCC Kelly Howery 660-882-6521 ext: 231 CCC Sharon Grant 660-646-4032 ext: 1261 FCC Sherry Brakefield (Instructor) 573-218-7190 ext: 633 MCC Travis Terry 660-263-3778 ext: 4400 TCC Tena Potts 660-433-2031 ext: 2322 Wanda Lucas 573-594-6686 ext: 2717 WMCC Keith Shurtleff 816-632-1390 ext: 4171					